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**Subject: Minimum Stock Requirements**

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Effective Date: October 1, 2007

Revised from: March 1, 2006

**Policy:** The SA establishes minimum requirements for vendors regarding the variety and quantity of the approved WIC eligible foods they must stock in order to be authorized and/or continue with their current authorization.

**Reference:** 7 CFR §246.12(g)(3)(ii)

**Procedure:**

1. The vendor agrees to keep shelves stocked or products immediately available on-site to satisfy the Kansas minimum stock requirement at all times during the contract period. Failure to maintain this minimum stock requirement could lead to a denied application or a sanction being imposed.
2. The vendor agrees to have on the shelf for purchase a reasonable choice of authorized WIC approved foods. The specific brands, package size and quantities required are listed on the Kansas WIC Minimum Stock Requirements form.
3. The Kansas WIC program has established minimum stock requirements for the following food categories:

• Infant Formula	• Eggs	• Infant Cereal	• Dried Beans,
• Milk	• Juice	• Peanut Butter	Peas or Lentils
• Cheese	• Adult Cereal	• Tuna	• Carrots
4. WIC approved foods must be located in an area readily accessible to WIC clients or immediately available at the vendor location. Outdated food will not be counted in minimum stock assessments completed by the LA or SA.
5. SA or LA staff members may conduct unannounced visits throughout the contract period to determine if a vendor consistently meets the minimum stock requirements.
6. Vendors may request an exemption to the minimum stock requirements for powder or concentrated infant formula.
  - a. If a vendor requests an exemption to the minimum stock requirements, the LA must evaluate their WIC client population and determine if the clientele will suffer if the vendor is exempted from the requested minimum stock.
  - b. The LA has sole discretion in granting an exemption to the vendor.
  - c. If an exemption is granted, the LA forwards the Minimum Stock Exemption form to the vendor. The vendor completes the form and mails the original to the LA. The LA staff member approving the exemption signs the form and sends a copy to the vendor and a copy to the SA. The original form is maintained in the LA vendor file.

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**Minimum Stock Calculation Summary:** See policy VEN 02.02.01 Kansas County Designation for information on urban and rural counties.

**URBAN COUNTIES**

Minimum stock requirements for urban counties are determined by the maximum food quantity in a commonly issued food package. Minimum stock requirements represent two clients served.

**RURAL COUNTIES**

Minimum stock requirements for rural counties are determined by the maximum food quantity in a commonly issued food package. Minimum stock requirements represent one client served.

**MINIMUM STOCK CALCULATIONS**

Infant formula and infant cereal minimum stock requirements are calculated by using the maximum food type for each formula food package that also included infant cereal. The food packages listed below are associated with each infant formula listed on the Minimum Stock Requirements form. An enhanced breastfeeding woman food package and the default enhanced breastfeeding woman food package are used to calculate minimum stock for the remaining food types. An enhanced breastfeeding woman food packages include additional cheese, beans, juice, canned tuna, and carrots.

Food Item	Food Package	
Infant Formula, Infant Cereal	<u>Powder</u>	<u>Concentrate</u>
	SK1353B	SL1353B
	SK1413B	SL1413B
	SK2353B	SL2353B
Milk, Cheese, Eggs, Juice, Adult Cereal, Peanut Butter, Dried Beans, Tuna and Carrots	Default Enhanced Breastfeeding Woman (BD100)	

**EXEMPTIONS FROM MINIMUM STOCK REQUIREMENTS**

Vendors may request exemptions from minimum stock requirements from their local agency. Exemptions may be provided for those items that are not used by WIC clients on a regular basis. Exemptions from minimum stock can be requested for the following items:

- Infant formula (powder or concentrate)

Approval for exemption from minimum stock is granted by the local agency. A copy of the Exemption form must be on file at the vendor's location and at local and state agencies.

Kansas WIC Program

## MINIMUM STOCK REQUIREMENTS

For Kansas WIC Vendors located in **RURAL** counties effective October 1, 2007

To meet the needs of WIC clients, vendors authorized in the WIC program must maintain the minimum levels, sizes and varieties of stock as indicated on this chart. Contact your local agency for exemptions on requirements for infant formula.

Food Item	Minimum Brand or Variety Standard	Required Package Standards	Minimum Stock Level
<b>Infant Formula</b>			
<b>Milk Based, Iron Fortified</b>			
Similac Advance	Powder	14.3 oz cans	9 cans
Similac Advance	Concentrate	13 oz cans	35 cans
<b>Soy Based, Iron Fortified</b>			
Isomil Advance Soy	Powder	12.9 oz cans	9 cans
Isomil Advance Soy	Concentrate	13 oz cans	35 cans
<b>Milk Based Lactose Free</b>			
Similac Sensitive	Powder	12.9 oz cans	9 cans
Similac Sensitive	Concentrate	13 oz cans	35 cans
<b>Milk</b>			
Whole	1 brand	Half-gallon and Gallon	1 half gallon and 7 gallons
Low fat/skim	1 brand	Half-gallon and Gallon	1 half gallon and 7 gallons
<b>Cheese (see WIC Approved Food List)</b>			
Least expensive	2 varieties	16 oz package	3 lbs of each variety
<b>Eggs</b>			
Large, Grade A or AA	1 brand	1 dozen	2 dozen
<b>Juice (see WIC Approved Food List)</b>			
Ready to drink, cans/plastic bottles	2 flavors	46 oz container	3 containers each variety
Concentrate, frozen or shelf stable	2 flavors	11.5-12 oz package	3 containers each variety
<b>Cereal</b>			
Infant	2 varieties (rice + 1)	8 oz box	2 boxes each variety
Child/Adult	4 varieties	9 oz or larger package	1 package each variety
<b>Peanut Butter</b>			
Smooth or Crunchy	1 brand	18 oz jar	1 jar
<b>Dried Beans, Peas or Lentils</b>			
Least expensive brand	1 brand	Packages up to 16 oz	1 package
<b>Tuna, chunk light</b>			
Water or oil packed	1 brand	5 ½ - 6 ½ oz cans	4 cans
<b>Carrots</b>			
Fresh	1 brand	1 b package	2 lbs total

Least expensive is defined as the least expensive product **on the shelf at the time of purchase**.

This includes the following items: milk, cheese, eggs, dried beans, peas or lentils, infant cereal, tuna and carrots.

Kansas WIC Program

## MINIMUM STOCK REQUIREMENTS

For Kansas WIC Vendors located in **URBAN** counties effective October 1, 2007

To meet the needs of WIC clients, vendors authorized in the WIC program must maintain the minimum levels, sizes and varieties of stock as indicated on this chart. Contact your local agency for exemption requirements for infant formula.

Food Item	Minimum Brand or Variety Standard	Required Package Standards	Minimum Stock Level
<b>Infant Formula</b>			
<b>Milk Based, Iron Fortified</b>			
Similac Advance	Powder	14.3 oz cans	18 cans
Similac Advance	Concentrate	13 oz cans	70 cans
<b>Soy Based, Iron Fortified</b>			
Isomil Advance Soy	Powder	12.9 oz cans	18 cans
Isomil Advance Soy	Concentrate	13 oz cans	70 cans
<b>Milk Based Lactose Free</b>			
Similac Sensitive	Powder	12.9 oz cans	18 cans
Similac Sensitive	Concentrate	13 oz cans	70 cans
<b>Milk</b>			
Whole	1 brand	Half-gallon Gallon	2 half-gallons and 14 gallons
Low fat/skim	1 brand	Half-gallon Gallon	2 half gallon and 14 gallons
<b>Cheese (see WIC Approved Food List)</b>			
Least expensive	2 varieties	16 oz package	6 lbs each variety
<b>Eggs</b>			
Large, Grade A or AA	1 brand	1 dozen	4 dozen
<b>Juice (see WIC Approved Food List)</b>			
Ready to drink, cans/plastic bottles	2 flavors	46 oz container	7 containers each variety
Concentrate, frozen or shelf stable	2 flavors	11.5-12 oz package	7 containers each variety
<b>Cereal</b>			
Infant	2 varieties (rice + 1)	8 oz box	4 boxes each variety
Child/Adult	4 varieties	9 oz or larger package	2 packages each variety
<b>Peanut Butter</b>			
Smooth or Crunchy	1 brand	18 oz jar	2 jars
<b>Dried Beans, Peas or Lentils</b>			
Least expensive	1 brand	Packages up to 16 oz	2 packages
<b>Tuna, chunk light</b>			
Water or oil packed	1 brand	5 ½ - 6 ½ oz cans	8 cans
<b>Carrots</b>			
Fresh	1 brand	1 lb package	4 lbs

Least expensive is defined as the least expensive product **on the shelf at the time of purchase**.

This includes the following items: milk, cheese, eggs, dried beans, peas or lentils, infant cereal, tuna and carrots.

# KANSAS WIC PROGRAM MINIMUM STOCK EXEMPTION FORM

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_  
located at \_\_\_\_\_

Street Address

City

State

Zip

County

do hereby request an exemption from the minimum stock requirements of the Kansas WIC program. I am requesting this exemption for the product(s) noted due to a lack of demand for infant formula at the store located at the address indicated above.

## Products selected are approved for exemption:

Similac Advance ☐ Powder ☐ Concentrate

Isomil Advance Soy ☐ Powder ☐ Concentrate

Similac Sensitive ☐ Powder ☐ Concentrate

I understand and agree:

- This exemption is for this location only and is for the indicated product(s) only.
- If a WIC client or a Local Agency WIC staff member requests a specific infant formula (as listed above) the requested product will be ordered at once
- Every effort will be made to make the requested product available to participants within 72 hours of the request.
- Any abuse of this exemption may result in the revocation of the exemption and may also result in disciplinary action against the store.
- This exemption may be revoked at any time at the discretion of the WIC program.

\_\_\_\_\_  
Signature of Authorized Store Representative

\_\_\_\_\_  
Date

Local Agency Approval:

\_\_\_\_\_  
Name of Authorized Local Agency WIC Staff

\_\_\_\_\_  
Date

A copy of this form must be maintained and available for review at the site of the WIC vendor.

**A copy of this form must be on file at Local and State Agency levels.**